

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** September 9, 2012

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0311-MRS/SC

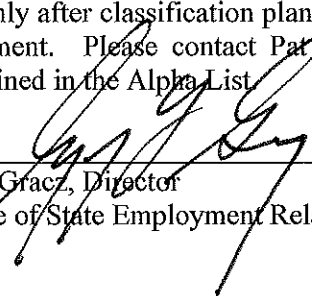
Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is September 9, 2012**, unless otherwise stated.

- 1) *Abolish Cemetery Caretaker* classification for the Department of Veteran Affairs to allow for the creation of a two level series. *Create the Cemetery Caretaker* classification series to identify the necessity of an entry training level, provide the ability to progress in the classification and to reassign the pay range to bring the class back in line with the prior assignment. DVA will process all necessary reallocations necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Abolish Economic Support Specialist 1, 2* classification series to retitle the classification to better identify the program these positions support. *Create the Refugee Program Specialist* classification series for the Department of Children and Family, to recognize the assignment of the refugee programs and define the work being done in the coordination and service delivery of grants and contracts for the refugee program. DCF will process all necessary reallocation notices to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Abolish the Tourist Information Assistant 1, 2 3* classification series for the Department of Tourism and the Wisconsin Historical Society. *Create the Tourist Information Assistant* classification series to replace the 3 level TIA with updated changes in the field and identify the current environment and duties of the positions. The affected agencies will process all reallocations necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Create Police Captain-Capitol Police* classification **effective August 26, 2012** for the Department of Administration's Division of Capitol Police. This classification is created to fill a need for a position to provide adequate supervision and staffing that allows a secure and safe environment for the people and property the Capitol Police Department protects. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 5) *Modify the Petroleum System Specialist* classification series to reflect the new authority of the Department of Safety and Professional Services by changing the Administrative codes from Commerce to Safety and Professional Services. No reallocations will be necessary to accomplish this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 6) *Modify the Motor Vehicle Operator-Heavy* classification specification for the Department of Administration, Department of Transportation and University of Wisconsin. The qualification section was updated to give agencies the option of requiring a Commercial Driver's License upon completion of probation. No reallocations will be necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 7) *Modify the Treatment Provider- Chapter 980* classification series for the Department of Health Services. As a result of statutory language changes which incorporate 2001 Wisconsin Act 80 into s. 457, Wisconsin Statute. No reallocations notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.

- 8) *Change FLSA Permanent Categorization* for the **Worker's Compensation Examiner-Senior** classification. The majority of duties in the class specification lend to the FLSA Permanent categorization of Exempt. Agencies will notify the affected employees of the change. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 9) *Reassign Pay Range* for the **Licensed Practical Nurse** classification. The only pay increase will be for adjustments to the new minimum. Central DOA Payroll will process all the reallocations notices for non-UW employees. Questions may be directed to Paul Ostrowski at (608) 267-0343.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is September 14, 2012. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Pat Waterman at (608) 266-8149.

**Alphabetical Listing of Classifications:** The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oscr.state.wi.us/docview.asp?docid=1425>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Pat Waterman at (608) 266-8149 if you have any questions about information contained in the Alpha List.



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Greg Gracz, Director  
Office of State Employment Relations

Classification		Pay Range	Unit Code	EEO Cat.	FLSA	FLSA	Job Group	CIC Code
Class Code						LTE Code		

**ABOLISH**

1)	Cemetery Caretaker							
	91000	03-08	03	8	N	N	999	425
2)	Economic Support Specialist 1							
	51411	12-06	12	2	E	N	112	525
	Economic Support Specialist 2							
	51412	12-07	12	2	E	N	112	525
3)	Tourist Information Assistant 1							
	19911	02-09	02	6	N	N	187	524
	Tourist Information Assistant 2							
	19912	02-10	02	6	N	N	187	524
	Tourist Information Assistant 3							
	19913	02-11	02	6	N	N	187	524

**CREATE**

1)	Cemetery Caretaker							
	91001	03-09	03	8	N	N	999	425
	Cemetery Caretaker Senior							
	91002	03-10	03	8	N	N	999	425
4)	Police Captain-Capitol Police							
	65730	81-02	98	4	E	N	247	371
2)	Refugee Program Specialist							
	51101	12-06	12	2	E	N	112	202
	Refugee Program Specialist- Senior							
	51102	12-07	12	2	E	N	112	202
3)	Tourist Information Assistant							
	12701	02-10	02	6	N	N	187	524
	Tourist Information Assistant- Senior							
	12702	02-11	02	6	N	N	187	524

**MODIFY**

5)	Motor Vehicle Operator- Heavy							
	80402	03-09	03	8	N	N	999	913
6)	Petroleum System Specialist -Entry							
	73771	05-15	05	4	N	N	025	874
	Petroleum System Specialist- Senior							
	72772	05-16	05	4	N	N	025	874
7)	Treatment Provider-Chapter 980-Entry							
	52361	12-30	12	2	E	N	111	182
	Treatment Provider-Chapter 980- Intermediate							
	52362	12-31	12	2	E	N	111	182
	Treatment Provider-Chapter 980- Senior							
	52363	12-32	12	2	E	N	111	182

Classification				FLSA				
Class	Pay	Unit	EEO	FLSA	LTE	Job	CIC	
Code	Range	Code	Cat.		Code	Group	Code	

**CHANGE FLSA PERMANENT CATEGORIZATION**

## 8) Worker's Compensation Examiner-Senior

Old	47972	07-03	07	2	N	N	226	525
New	47972	07-03	07	2	E	N	226	525

**REASSIGN PAY RANGE**

## 9) Licensed Practical Nurse

Old	38500	06-14	06	3	N	N	134	350
New	38500	<b>06-15</b>	06	3	N	N	134	350

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.